

Housekeeper – Capuchin Retreat – Washington Twp. MI
The Province of St. Joseph of the Capuchin Order
Full Time Position – Up to 40hrs/wk

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph is looking for a Housekeeper for our Capuchin Retreat Center. The housekeeper is responsible for coordination of the cleaning and housekeeping of the Capuchin Retreat house and hermitage house.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Coordinate the housekeeping needs of the retreat center with the retreat schedule
- Keep inventory of housekeeping, cleaning and laundry supplies
- In coordination with the Facilities Supervisor, develop and implement a cleaning schedule for the retreat center and hermitage house.
- Report building maintenance issues to the Facilities Supervisor
- Clean retreat rooms, conference rooms, library, chapel, offices, bathrooms, lounge, hermitage house, and other areas requiring housekeeping services
- Ensure that retreat rooms are ready for each retreat
- Maintain an adequate inventory of supplies and equipment to provide a clean, safe and comfortable environment
- Follow established safety guidelines and procedures
- Works in conjunction with other employees to ensure the retreat center facility is prepared for all retreatants
- Other duties and tasks as assigned

Qualifications:

- High school diploma or GED
- 2 years experience in building cleaning
- Familiar with non profit work environment
- Ability to work a flexible schedule
- Ability to work independent and with a team of coworkers and/or volunteers
- Able to use household and cleaning equipment, cleaning products and chemicals
- Professional demeanor and appearance
- Demonstrate effective communication skills

Interested candidates can apply in any of the follow 2 ways:

Submit letter of interest and resume to:

1. landrews@capretreat.org Include Housekeeper position in the subject line.
(Or mail to)
2. The Province of St. Joseph
Attn: Human Resources
1820 Mt. Elliott
Detroit, MI 48207